

BRA EMPLOYMENT OPPORTUNITY		PLEASE POST!!
TITLE: ATTORNEY I/II	JOB VACANCY POSTING NO.	45-04
	POSTING DATE:	12/2/04
EMPLOYMENT STATUS: BRA Development Program Employee (See Attached Definition)	EXTERNAL DATE:	12/15/04
DEPT/DIV: GENERAL COUNSEL/BRA	POSITION FILLED:	
	DATE:	
	NAME:	

SUMMARY: Under direction of General Counsel/BRA or designee, assist in a variety of legal matters, perform legal research, draft documents and opinions.

Conduct legal research and write legal memoranda on a variety of issues, including but not limited to real estate transactions, title searches, lease agreements and other contracts, loans, zoning matters, etc.. Interpret and apply regulations, statutes, and other city, state and federal requirements and guidelines. Prepare verbal and written legal opinions on selected issues.

Draft agreements, contracts, notes, requests for proposals, other bidding documents, and other legal instruments involving the BRA/EDIC's interests or activities; submit to supervisor for review; incorporate necessary additions and changes. Oversee preparation, proof-reading and production of final documents.

Occasionally represent the BRA and/or EDIC before courts and administrative agencies on selected cases as assigned. As directed, initiate legal action on behalf of the BRA/EDIC. Within established parameters, negotiate settlements prior to and during litigation.

Provide legal advice on selected projects or issues to BRA/EDIC staff members.

As directed, initiate action to enforce terms of agreement with various parties with whom the BRA/EDIC has contracted. Within established authority negotiate resolution of issues. Refer irreconcilable, sensitive, or especially complex matters to supervisor with recommendation for further action and supporting information.

Maintain a current familiarity with existing and pending legislation which impacts the business or operations of the BRA/EDIC. Develop and recommend to supervisor changes in policies or procedures in response to legislative changes.

Perform other related duties as required.

QUALIFICATIONS:

ATTORNEY I (Assistant Counsel) GRADE 19: Work requires completion of a J.D., plus membership in the state Bar. Also required is a working knowledge of real estate law, landlord/tenant law, and contract law. Demonstrated abilities in conducting legal research, drafting legal memoranda and instruments 0-3 years of related experience as an Attorney is preferred.

ATTORNEY II (Counsel), GRADE 20: Work requires completion of a J.D., plus membership in the state Bar. Also required is a working knowledge of real estate law, landlord/tenant law, and contract law. Demonstrated abilities in conducting legal research, drafting legal memoranda and instruments are needed. Requires 3-5 years experience as an Attorney, preferably with strong real estate background.

GRADE 19:

HIRING RANGE: \$47, 224.74-\$56, 760.87

GRADE 20:

HIRING RANGE: \$50, 775.32 - \$61, 058.44

To apply: Submit resume/cover letter to Human Resources, BRA, 43 Hawkins Street, Boston MA 02114.

E-Mail: hr.bra@ci.boston.ma.us

Fax: 617-918-5458

An Affirmative Action/Equal Opportunity Employer

Auxiliary aids and services are available upon request to individuals with disabilities.

APPLICANTS MUST BE RESIDENTS OF BOSTON ON DATE OF HIRE.

RESOLUTION ADOPTED BY THE
BOSTON REDEVELOPMENT AUTHORITY
DECEMBER 12, 1968

1. RE: Establishment of a class of temporary employees to be known as Development Program Employees.

Whereas, the expanded staff requirements for carrying out the Boston Development Program will exist for a temporary period and can best be met by a maximum flexibility in hiring, dismissal, promotion, and transfer of staff, and

Whereas, if such staff were to be classified as permanently employed within the meaning of Section 2600 of Chapter 121 of the General Laws, it would seriously jeopardize the Authority's ability to carry out the program with maximum efficiency and economy,

Therefore, be it Resolved that there shall be established a new class of temporary employees of the Authority which shall be known as Development Program Employees who shall be employed from time to time for work in the Development Program and shall not be considered as permanent employees of the Authority. All such employees, unless otherwise specifically provided, may be dismissed at any time for cause or on three months' notice without cause.